

# AGRICULTURAL MARKETING SERVICE



## ONBOARDING PASSPORT

# WELCOME TO TEAM AMS!

*Our employees are our most valuable asset in accomplishing our goals and supporting the mission of the Agricultural Marketing Service (AMS). We appreciate that you have chosen to join Team AMS.*

*This passport is designed for all new AMS employees and will be used to facilitate your onboarding process. Over the next few months, you will use the passport to learn about AMS' mission, culture, and expectations and track your progress.*

*Thank you for choosing Team AMS!*



# USING THIS PASSPORT

- ★ Items can be completed in any order.
- ★ Items marked “optional” are not required, but strongly encouraged.
- ★ Once you complete each To Do item, add your initials at the bottom of the page.
- ★ Upon completion, send a copy of the final page to your program’s resource management officer (RMO).

Your RMO is: \_\_\_\_\_

- ★ Passport should be completed within your first 90 days of employment. Your deadline is

\_\_\_\_\_

- ★ This onboarding is designed to supplement any program specific onboarding. If you have any questions, please contact your supervisor!

# TO DO ITEM

## ORGANIZATIONAL OVERVIEW (MANDATORY)

- ★ Review USDA & AMS Mission and Goals
- ★ Organizational Structure and Culture

### WHERE TO FIND

USDA: [www.usda.gov/wps/portal/usda/usdahome?navid=ABOUT\\_USDA](http://www.usda.gov/wps/portal/usda/usdahome?navid=ABOUT_USDA)

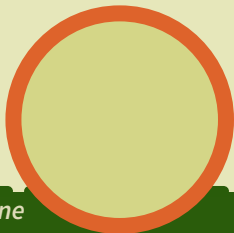
AMS: [www.ams.usda.gov/about-ams](http://www.ams.usda.gov/about-ams)  
AMS Employee Handbook

### DUE DATE

Within first 30 days

### EST TIME NEEDED

20 Minutes



*Initial when done*

# TO DO ITEM

## USDA EMPLOYEES WELCOME VIDEO (MANDATORY)

### WHERE TO FIND

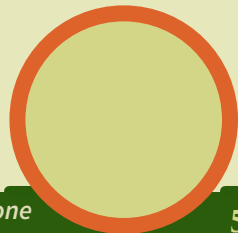
YouTube: [www.youtube.com/watch?v=9Q0cg0jEViM](http://www.youtube.com/watch?v=9Q0cg0jEViM)

### DUE DATE

Within first 30 days

### EST TIME NEEDED

4 Minutes



*Initial when done*

# TO DO ITEM

## AMS NEW EMPLOYEE VIDEO (MANDATORY)

### WHERE TO FIND

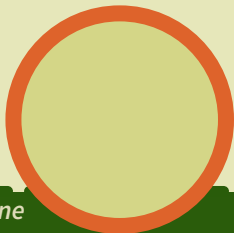
YouTube: [www.youtube.com/  
watch?v=HfD31SSdSXA](http://www.youtube.com/watch?v=HfD31SSdSXA)

### DUE DATE

Within first 30 days

### EST TIME NEEDED

11 Minutes



*Initial when done*

# TO DO ITEM

## AMS EMPLOYEE RESOURCES PAGE (MANDATORY)

- ★ Find this page and familiarize yourself with its content

### WHERE TO FIND

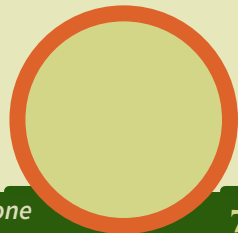
[www.ams.usda.gov/about-ams/employee-  
resources](http://www.ams.usda.gov/about-ams/employee-resources)

### DUE DATE

Within first 30 days

### EST TIME NEEDED

30 Minutes



*Initial when done*

# TO DO ITEM

## ORGANIZATIONAL COMMUNICATIONS (MANDATORY)

- ★ Electronic communications
- ★ Computer Security

### WHERE TO FIND

AMS Employee Handbook: [www.ams.usda.gov/about-ams/employee-resources/handbook](http://www.ams.usda.gov/about-ams/employee-resources/handbook)

### DUE DATE

Within first 30 days

### EST TIME NEEDED

30 Minutes

# TO DO ITEM

## AMS VOICE (MANDATORY)

- ★ Read your first edition of the weekly AMS Employee Newsletter

### WHERE TO FIND

Will be automatically sent to your email. If needed, contact [AMSVoice@ams.usda.gov](mailto:AMSVoice@ams.usda.gov)

### DUE DATE

Within first 30 days

### EST TIME NEEDED

15 Minutes

# TO DO ITEM

## EMPLOYEE'S POSITION AND PERFORMANCE (MANDATORY)

- ★ Position Description, Duties, & Responsibilities
- ★ Performance Plan
- ★ Probationary Period
- ★ Performance based actions (Promotions & WGI, Within Grade Increases)
- ★ Performance Appraisal & Review
- ★ Recordkeeping, SF-50: Notification of Personnel Action

## WHERE TO FIND

Your supervisor

## DUE DATE

Within first 30 days

## EST TIME NEEDED

45 Minutes

*Initial when done*

# TO DO ITEM

## PAY & LEAVE (MANDATORY)

- ★ Pay Systems
- ★ Pay Periods
- ★ Salary Check & Pay Deductions
- ★ Form AD-334: Leave & Earnings Statement
- ★ Types of Leave
- ★ Leave Usage
- ★ Leave Policies & Procedures

## WHERE TO FIND

AMS Employee Handbook: [www.ams.usda.gov/about-ams/employee-resources/handbook](http://www.ams.usda.gov/about-ams/employee-resources/handbook) and your supervisor

## DUE DATE

Within first 30 days

## EST TIME NEEDED

30 Minutes

*Initial when done*

# TO DO ITEM

## TIME & ATTENDANCE (MANDATORY)

- ★ Tour of Duty
- ★ Lunch Period
- ★ Legal Holidays
- ★ Reporting attendance status (on-duty, absence, tardiness, illness, emergencies)
- ★ Procedures for Requesting Leave
- ★ Policies & Procedures

## WHERE TO FIND

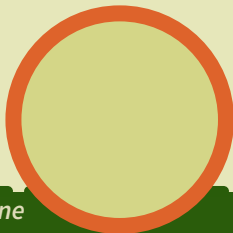
Your supervisor (for Program Policies), RMO, and/or AMS Employee Handbook: [www.ams.usda.gov/about-ams/employee-resources/handbook](http://www.ams.usda.gov/about-ams/employee-resources/handbook)

## DUE DATE

Within first 30 days

## EST TIME NEEDED

20 Minutes



*Initial when done*

# TO DO ITEM

## EMPLOYEE RESPONSIBILITY & CONDUCT (MANDATORY)

- ★ Employee Ethics
- ★ Use of Government Property
- ★ Outside Employment
- ★ Reporting Misconduct and Other Offenses
- ★ Misconduct and Penalties
- ★ Grievance Process and Procedures
- ★ Workplace Violence
- ★ Alternative Resolution Program

## WHERE TO FIND

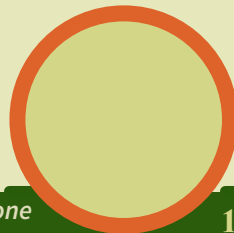
AMS Employee Handbook

## DUE DATE

Within first 30 days

## EST TIME NEEDED

30 Minutes



*Initial when done*

# TO DO ITEM

## LABOR MANAGEMENT RELATIONS (IF APPLICABLE—MANDATORY FOR UNIONIZED EMPLOYEES)

- ★ Rights and responsibilities

### WHERE TO FIND

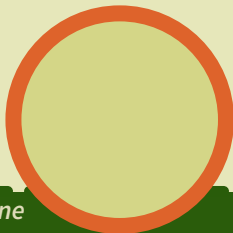
Your supervisor

### DUE DATE

Within 30 days of employment

### EST TIME NEEDED

30 Minutes



*Initial when done*

# TO DO ITEM

## EEO & CIVIL RIGHTS (MANDATORY)

- ★ USDA AND AMS Civil Rights Policies
- ★ Roles and responsibilities
- ★ Sexual Harassment
- ★ Formal and Informal EEO Complaint Process and Procedures

### WHERE TO FIND

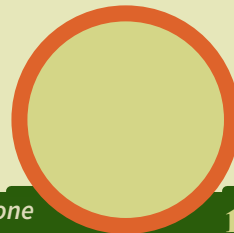
[www.ams.usda.gov/about-ams/policies-and-administrative-issuances](http://www.ams.usda.gov/about-ams/policies-and-administrative-issuances)

### DUE DATE

Within first 30 days

### EST TIME NEEDED

30 Minutes



*Initial when done*



# TO DO ITEM

## EMPLOYEE BENEFITS (MANDATORY)

- ★ Health Insurance
- ★ Life Insurance (FGLI)
- ★ Retirement Systems
- ★ Designation of Beneficiaries

### WHERE TO FIND

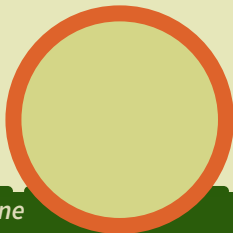
APHIS YouTube Video: [www.youtube.com/watch?v=23Yyg3au0JA&feature=em-upload\\_owner](http://www.youtube.com/watch?v=23Yyg3au0JA&feature=em-upload_owner)  
[www.aphis.usda.gov/aphis/ourfocus/business-services/New\\_Employee\\_Orientation/Benefits](http://www.aphis.usda.gov/aphis/ourfocus/business-services/New_Employee_Orientation/Benefits)

### DUE DATE

Within first 30 days

### EST TIME NEEDED

1 hour



*Initial when done*

# TO DO ITEM

## SAFETY, HEALTH & EMPLOYEE SERVICES (MANDATORY)

- ★ Roles and Responsibilities
- ★ Maintaining a Safe and Healthy Work Environment
- ★ Reporting Unsafe and/or Unhealthy Working Conditions
- ★ Emergency Procedures
- ★ Emergency Evacuation Plan
- ★ Emergency Contact Information
- ★ Work Life Program

### WHERE TO FIND

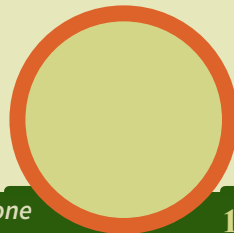
[tinyurl.com/ams-safety-health](http://tinyurl.com/ams-safety-health)

### DUE DATE

Within first 30 days

### EST TIME NEEDED

1 hour



*Initial when done*

# TO DO ITEM

## TRAINING & DEVELOPMENT (MANDATORY)

- ★ Individual Development Plan (IDP)
- ★ Access and Availability of Training Opportunities
- ★ Program Policies and Procedures

### WHERE TO FIND

Your supervisor and [aglearn.usda.gov](http://aglearn.usda.gov)

### DUE DATE

Within first 30 days

### EST TIME NEEDED

30 minutes

# TO DO ITEM

## EMPLOYEE RECOGNITION (MANDATORY)

- ★ Types of Awards
- ★ Policies and Procedures

### WHERE TO FIND

Your supervisor

### DUE DATE

Within first 30 days

### EST TIME NEEDED

30 minutes

# TO DO ITEM

## OFFICIAL GOVERNMENT TRAVEL (MANDATORY ONLY IF TRAVEL IS PART OF POSITION)

- ★ Travel Authorization
- ★ Travel Voucher
- ★ Travel Policies and Procedures

### WHERE TO FIND

AMS Employee Handbook

USDA Travel policy:

[www.ocfo.usda.gov/travel/travelpolicy.html](http://www.ocfo.usda.gov/travel/travelpolicy.html)

Travel steps for new employees:

[www.ocfo.usda.gov/travel/pdf/newemp.pdf](http://www.ocfo.usda.gov/travel/pdf/newemp.pdf)

### DUE DATE

Before first travel

### EST TIME NEEDED

1 hour

*Initial when done*

# TO DO ITEM

## TRANSPORTATION (MANDATORY)

- ★ Vehicle Parking
- ★ Carpool/Vanpool/Ridesharing
- ★ Transportation Subsidy Program

### WHERE TO FIND

AMS Employee Handbook, Your HR Contact,  
or your RMO

### DUE DATE

Within first 30 days

### EST TIME NEEDED

15 minutes

*Initial when done*

# TO DO ITEM

## FREEDOM OF INFORMATION AND PRIVACY ACT (MANDATORY)

★ Handling FOIA Requests

### WHERE TO FIND

AMS Employee Handbook

### DUE DATE

Within first 60 days

### EST TIME NEEDED

1 hour

# TO DO ITEM

## POLITICAL ACTIVITY (HATCH ACT) (MANDATORY)

### WHERE TO FIND

[osc.gov/Pages/HatchAct.aspx](https://osc.gov/Pages/HatchAct.aspx)

### DUE DATE

Within first 30 days

### EST TIME NEEDED

1 hour

# TO DO ITEM

## LEARN ABOUT USDA EMPLOYEE GROUPS (OPTIONAL)

- ★ New and Emerging Professionals (NEP) Group

### WHERE TO FIND

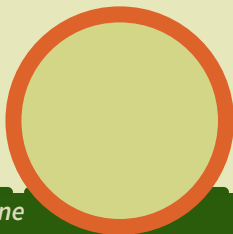
NEP on USDA Connect: <http://bit.ly/2aX1Cqv>

### DUE DATE

First 6 months

### EST TIME NEEDED

15 minutes



*Initial when done*

# TO DO ITEM

## FIND AMS ON SOCIAL MEDIA (OPTIONAL)

- ★ Instagram
- ★ Twitter
- ★ Facebook

### WHERE TO FIND

Instagram: [usda\\_ams](https://www.instagram.com/usda_ams/), [usdagov](https://www.instagram.com/usdagov/)

Twitter:

[@USDA\\_AMS](https://twitter.com/USDA_AMS) [@USDA](https://twitter.com/USDA) [@PeoplesGarden](https://twitter.com/PeoplesGarden)

Facebook:

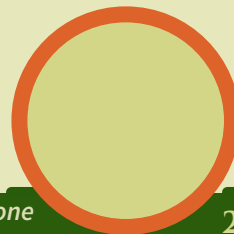
[www.facebook.com/USDA](https://www.facebook.com/USDA)

### DUE DATE

N/A

### EST TIME NEEDED

20 minutes



*Initial when done*

# TO DO ITEM

## ACCESS AGNIS (OPTIONAL)

- ★ Access the AMS Agricultural Marketing News & Information Service (AGNIS) Portal

### WHERE TO FIND

<https://ams-team.usda.gov/sites/AMS/Pages/default.aspx>

### DUE DATE

First 60 days

### EST TIME NEEDED

10 minutes

# TO DO ITEM

## LOCATE USDA CONNECT (OPTIONAL)

### WHERE TO FIND

[connections.usda.gov/](https://connections.usda.gov/)

### DUE DATE

First 60 days

### EST TIME NEEDED

10 minutes

# TO DO ITEM

## LEARN USDA ACRONYMS (OPTIONAL)

### WHERE TO FIND

Glossary of USDA Acronyms: [www.usda.gov/  
glossary](http://www.usda.gov/glossary)

Abbreviation Key for APHIS Human Resources'

Website:

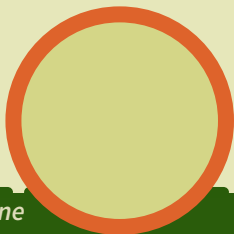
[tinyurl.com/APHIS-abbreviations](http://tinyurl.com/APHIS-abbreviations)

### DUE DATE

First 6 months

### EST TIME NEEDED

20 minutes



*Initial when done*

# PASSPORT COMPLETE

Congratulations! You've completed the AMS Onboarding Passport. Please return this page (or a copy) to your Resource Management Officer upon completion.

My RMO is \_\_\_\_\_

By signing below, I confirm that I have completed the items in the AMS Onboarding Agency Passport:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# RMO CONTACTS BY PROGRAM

## Management & Analysis / Information Technology / National Organic Program / Office of the Administrator / Science & Technology / Transportation & Marketing

★ Serita Daniel, location: Washington DC  
202-720-7048 / Serita.daniel@ams.usda.gov

★ Lavern Harris, location: Washington DC  
202-690-2136 / Lavern.Harris@ams.usda.gov

## Cotton & Tobacco

★ Monica Alexander, location: Memphis TN  
901-384-3310 / Monica.Alexander@ams.usda.gov

## Dairy Program

★ David Jamison, location: Washington DC  
202-720-5752 / David.Jamison@ams.usda.gov

## Dairy, Grading Branch

★ Michael Eichorst, location: Lisle IL  
630-437-5045 / Michael.Eichorst@ams.usda.gov

## LIVESTOCK, POULTRY & SEED (LPS)

★ Sang Lineback, location: Washington DC  
202-720-9957 / Sang.Lineback@ams.usda.gov

★ Kishia Murray, location: Washington DC  
202-720-3847 / Kishia.Murray@ams.usda.gov

## LPS Market News

★ Nancy Gallagher, location: Des Moines IA  
515-284-4460 / Nancy.Gallagher@ams.usda.gov

★ Lea Ann Peetz (Lea Mead), location: St. Joseph  
MO  
816-676-7000 / Lea.Mead@ams.usda.gov

## LPS Quality Assessment Division

★ Kelly Anderson, location: Modesto CA  
209-522-5251 / Kelly.Anderson@ams.usda.gov



## **LPS Seed Regulatory & Testing Division**

- ★ Marshall (Tina) Jackson, location: Gastonia NC  
704-810-8882 / Marshall.Jackson@ams.usda.gov

## **SPECIALTY CROPS PROGRAMS (SCP)**

- ★ Dana Laster, location: Washington DC  
202-720-4735 / Dana.Laster@ams.usda.gov

## **SCP Field Support Services (FSS)**

- ★ Karen Luckey, location: Washington DC  
202-690-2278 / Karen.Luckey@ams.usda.gov

## **SCP Marketing Orders Administration Division (MOAD)**

- ★ Dolores Lowenstine, location: Winter Haven FL  
863-324-3375 / Dolores.Lowenstine@ams.usda.gov
- ★ Jadean Morreli, location: Portland OR  
503-326-2037 / Jadean.Morreli@ams.usda.gov

## **SCP Perishable Agricultural Commodities Act (PACA)**

### **Central Region**

- ★ Flora Hawkins, location: Fort Worth TX  
817-978-0777 / Flora.Hawkins@ams.usda.gov

### **Eastern Region**

- ★ Dana Muhammad, location: Fredericksburg VA  
540-376-6022 / Dana.Muhammad@ams.usda.gov

### **Western Region**

- ★ Jessica Villegas, location: Tucson AZ  
520-879-4361 / Jessica.Villegas@ams.usda.gov

## **SCP Promotion & Economics Division (PED)**

- ★ Deidre Cotton, location: Washington DC  
202-720-9915 / Deidre.Cotton@ams.usda.gov

## **Specialty Crops Inspection Division (SCID)**

- ★ Stephen Spenst, location: Fresno CA  
559-487-5893 / Stephen.Spenst@ams.usda.gov

# NOTES



# NOTES



**JULY 2017**